

POLICE RECORDS ASSISTANT

The City of Fremont is searching for an organized and effective team player to join the Police Department's Records Division.



SALARY:

\$46,906 — \$57,014 annually

This recruitment is open until filled. Interested candidates are encouraged to apply immediately.

Tentative Recruitment Schedule

First Review of Applications: April 25, 2016

Oral Board Interviews: TBD



ABOUT FREMONT

Fremont is a well-managed and innovative city that has recently generated national attention by ranking second on the “Best Run City in America” list by 24/7 Wall Street and America’s third “Sharpest, Smartest City” by Reader’s Digest. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 220,000 residents. As a full service city, Fremont employs over 882 regular employees and has a total annual budget of \$289.4 million with \$174.3 million general fund.

Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service.

THE POSITION

The Police Records Assistant is an integral member of the Police Records Unit. Under the general supervision of a Police Records Supervisor, the Assistant performs a wide variety of general police clerical work in the handling of police records and information.

The incumbent will enter data law enforcement records, staff the front counter at the Police Department, and receive non-emergency calls.

BENEFITS

- CalPERS Retirement program
- Required PERS contributions vary by plan; all required contributions are tax deferred.
- Cafeteria Benefits Plan for employees/dependents includes up to \$1,831.95 monthly to purchase medical, dental and vision plans
- Child care, medical, and commuting expenses can be paid for with pre-tax dollars.
- 12 month probation period

[See our complete Benefits Summary](#)

This position is represented by CFEA. Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov

Think Fremont!

THE IDEAL CANDIDATE WILL:

- Possess knowledge of computers and various software; database principles and applications; correct English language usage, including spelling, grammar and punctuation.
- Have the ability to learn police records activities; applicable laws, rules, and regulations relating to law enforcement records, and law enforcement codes and terminology
- Enter and verify data with a high degree of accuracy; recognize and correct input errors
- Review documents related to department operations; observe, identify and problem solve office operations and procedures; learn to interpret and explain department policies and procedures
- Maintain the confidentiality of information as prescribed by law
- Organize, prioritize and coordinate work activities; work independently and effectively with others in a team environment; multi-task
- Communicate clearly and concisely, both orally and in writing.

ABOUT THE POSITION

Essential duties include, but are not limited to:

- Staffs the front counter at the Police Department and assists the public, law-enforcement officers and others with relevant police business.
- Provides information to visitors, outside agencies, and staff at the front counter that requires the use of judgment and the interpretation of policies, rules and procedures.
- Receives non-emergency calls from citizens.
- Distributes mail and teletypes to appropriate staff.
- Codes, verifies, enters and retrieves law enforcement data in local City, State and Federal law enforcement automated systems according to specified procedures and regulations.
- Enters data and verifies property and firearms.
- Sorts and organizes citations and other police documents.
- Maintains records and files of citations; scan, index and verify records for digital imaging.
- Receives money at counter and issues receipts for copies of accident and other reports; provides general public information at the counter.
- Codes and enters data from police records and reports.
- Provides clerical support for assigned special projects.
- Receives money and issues receipts.
- Ensures confidentiality of information is maintained according to applicable laws, rules, regulations and

administrative orders.

- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Prepares periodic statistical reports at the direction of the supervisor.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of education and experience that demonstrates possession of and competency in the requisite knowledge, skills and abilities would be qualifying. A typical qualifying background would include: completion of the twelfth grade or equivalent.

General clerical work experience, especially in a police department setting, is highly desirable.

Possession of, or ability to obtain by time of appointment, a valid California driver's license may be required. Must successfully pass a detailed background investigation. Must be able to work a shift commonly known as mid-shift, any day of the week and holidays.

SELECTION PROCESS

The process may include individual and/or panel interviews, written exercise, polygraph examination, comprehensive background investigation, medical evaluation and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

TO BE CONSIDERED

If you are interested in this outstanding opportunity, submit an application and resume online

APPLY

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise HR of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660. The City of Fremont is an Equal Opportunity Employer.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

SEE FULL JOB SPECIFICATION

Recruitment No. 16POL04
Human Resources
City of Fremont
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Fremont, CA 94538

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